

Personnel Department

San Luis Obispo County



MINUTES OF THE REGULAR MEETING OF THE CIVIL SERVICE COMMISSION **WEDNESDAY DECEMBER 20, 2000, 9:00 A.M.**

Personnel Conference Room
County Government Center
San Luis Obispo, California

Present: Commissioners John Burnham, Cyrus Hays, Terry O'Farrell, Jeannie Nix and President Robert Bergman

Absent:

Staff present: Frank Freitas, Commission Secretary; Angie Passant; Recording Secretary

1. CALL TO ORDER

President Bergman called the meeting to order at 9:00 a.m., and led the flag salute.

2. PUBLIC COMMENT PERIOD

President Bergman addressed the public/audience for anyone wishing to address the Commission during Public Comment Period.

There being no comments, Commissioner Bergman closed the Public Comment period.

3. MINUTES

November 15, 2000.

IT WAS MOVED by Commissioner Nix and seconded by Commissioner Hays and carried to approve the minutes for November 15, 2000.

4. MONTHLY REPORT

November 2000

IT WAS MOVED by Commissioner O'Farrell and seconded by Commissioner Burnham carried to approve the Monthly Report for November, 2000

5. CREATE CLASSIFICATIONS/NEW SPECIFICATIONS

A&B: Tony Krause – Personnel Analyst commented on the Child Support Ombudsperson and Child Support Program Manager specifications.

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Commissioner Nix asked if the State took away funding, would these positions be eliminated.

Tony Krause replied that if funding was withdrawn, there would probably be a lay-off situation.

Commissioner Nix further inquired whether these would be open recruitments or departmental.

Tony Krause replied that the intention was probably to go out open.

Phil Lowe – DAFS stated that this decision has not been made yet, but with positions like this, it would usually be a statewide recruitment.

Commissioner O'Farrell inquired if the requirements were set by the State.

Tony Krause replied that he does not believe the State Legislation sets the requirements.

Commissioner O'Farrell further commented on the requirements for both positions.

Phil Lowe stated that both positions would be management level positions. He felt that a high level of education and experience was necessary.

President Bergman read a portion of the Education and Experience and questioned the BA or BS degree versus the education on a year-for-year basis.

Phil Lowe stated that it would be preferable to have someone with a degree.

Tony Krause also commented on the education and experience.

President Bergman asked if this were made departmental only, would there be people who would apply for the position.

Phil Lowe stated that this depended on negotiations between Santos and the department as far as how much this position would pay.

IT WAS MOVED by Commissioner O'Farrell and seconded by Commissioner Nix to approve the specifications for **5 A&B**

C. Paul Hyman from Drug & Alcohol Services was present to answer any questions.

Commissioner Nix inquired if the department had reorganized the structure.

Paul Hyman stated that the position was the result of a reorganization/consolidation.

President Bergman had a question on whether the Board had approved this position.

Paul Hyman stated that the Board had approved this.

IT WAS MOVED by Commissioner Hays and seconded by Commissioner Burnham to approve the specifications for **5 C.**

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6. REVISED SPECIFICATIONS:

A & B: Dori Duke – Personnel Analyst commented on these specifications and stated that Gregory Thomas, M.D. Public Health Director was also present to answer any questions.

Gregory Thomas, M.D. commented on these specifications too.

President Bergman requested that the subclass on the Supervising PHN be explained a little further.

Dori Duke stated that this option allows the department to recruit for specialized experience.

President Bergman inquired if this person would travel in a vehicle to different places. Stating that there was a change in the driver's license language from **is** required to **may be** required and wished to have this clarified.

Dori Duke stated that this made it consistent with the other specifications.

Dr. Thomas stated that this would depend on the specific job specification. He pointed out that there are five clinics, which would make travel to the other clinics essential. There could be situations where they would not have to travel. Also, there is the American's with Disabilities Act, in which the dept could accommodate someone without a driver's license.

Dori Duke stated this language gives the department some flexibility.

IT WAS MOVED by Commissioner Burnham and seconded by Commissioner Nix to approve the specifications for **6 A&B.**

7. DELETED SPECIFICATIONS:

None

8. FUTURE AGENDAS:

CSC Meeting Dates 2001

The schedule was received.

9. TIME RESERVED FOR COMMISSION PRESIDENT

Nothing to report.

10. TIME RESERVED FOR COMMISSION ATTORNEY

Nothing to report.

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11. TIME RESERVED FOR COMMISSION SECRETARY

Secretary Freitas commented on the Mission Goals and Budget for the Personnel Dept and passed out a copy of the draft. He deferred to Santos Arrona to present this item.

Santos Arrona – Principal Personnel Analyst presented this item discussing the goals and measures.

Commissioner Hays inquired if the department would be requesting additional personnel.

Santos Arrona hoped that the budget would allow for at least one more analyst, one more technician and one clerical person.

Secretary Freitas stated that the goals and objectives have been established based on current staff.

President Bergman commented on Goal #2 and wished to have someone work with broadening the job specifications.

There was extensive discussion on the options, between the commissioners and Secretary Freitas on this issue.

Secretary Freitas inquired if he should draft an additional goal on the need to do a review of the County's classifications.

President Bergman suggested this be done by the next meeting, if possible.

Commissioner Nix asked Santos Arrona to clarify Goal #3 and the percentage stated.

Santos Arrona clarified the percentage further.

12. FINDINGS AND DECISION: APPEAL OF RESIGNATION JO-ANN CASTILLO

President Bergman closed the meeting for discussion with counsel.

President Bergman reopened the meeting.

Jon Jenkins – County Counsel stated that there were two corrections to the document.

IT WAS MOVED by Commissioner Burnham and seconded by Commissioner Hays to approve the Findings and Decision as amended – Denied.

ROLL CALL: Commissioner Burnham; aye, Commissioner Hays; aye, Commissioner Nix; aye, Commissioner O'Farrell; aye, President Bergman; aye.

13. ADJOURNMENT

There being no further business, the regular hearing meeting was adjourned.

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